

4 November 1976

MEMORANDUM

SUBJECT: Guidelines for the Preparation of Background Memorandums on NFIB Agenda Items for CIA Member/NFIB (Knoche)

1. Whenever an NIE, SNIE, IIM or other major intelligence study is prepared for NFIB consideration, it is the responsibility of the CIA representative most ~~ultimately~~ *intimately* associated with the study to prepare an appropriate background memorandum for CIA Member/NFIB (Mr. Knoche) and/or Alternate CIA Member/NFIB (Dr. Stevens). The memorandum should be addressed to CIA Member/NFIB (or the alternate if he is away) and should:

- highlight for him any problems faced in the preparation of the paper vis-a-vis other NFIB agencies;
- prepare him for the stands that other NFIB principals will take on the paper at the NFIB meeting;
- recommend what action he should take on the paper at NFIB--concur, concur subject to certain changes, etc.

2. Additionally, it is the responsibility of the author to fully and thoroughly coordinate his background memorandum with all appropriate CIA elements.

3. The memorandum need not be long; for some routine papers, a few paragraphs or perhaps even a few sentences may suffice. Moreover, if the paper is straightforward and there are no problems, it may not be necessary to prepare a memorandum. In most cases, however, a memorandum is required.

4. The memorandum should be submitted to [redacted] in the O/DDI several days prior to the NFIB meeting. It will then be placed by [redacted] in the NFIB Briefing Books that the DDI prepares for Mr. Knoche and Dr. Stevens.

[redacted]
Special Assistant for NFIB
and NSC Affairs